

Harrow Wood Farm Caravan Park Privacy Notice

This Privacy Notice applies to people who book with or store with Harrow Wood Farm Caravan Park. Any questions regarding your data should be addressed to Richard at Harrow Wood Farm or call on **01425 672487**.

Who we are?

Harrow Wood Farm and Caravan Park offer Touring and Camping pitches and caravan storage at Harrow Wood Farm, Bransgore, Christchurch, Dorset, BH23 8JE

What information do we collect?

- We collect Your Name, Address and contact details including e-mail.
- We collect the information by asking for it over the phone or via e-mail.
- We collect caravan details if it is stored with us.
- The only financial information held is past invoices with us.

How do we use personal information?

- account set up and administration and booking information.
- legal obligations (eg prevention of fraud)
- meeting internal audit requirements

What legal basis do we have for processing your personal data?

- Contract between You and Us
- legal obligation for accounting purposes

For contractual purposes we need to know who is making a booking with us or storing a van. For accounting purposes, we have to keep financial records for a set period.

When do we share personal data?

We will only share data with law enforcement when demanded.
In the legitimate course of our business for audit.

Where do we store and process personal data?

Data is stored on the office computer

How do we secure personal data?

- We Password protect the computer to protect data.
- We password protect the programs to ensure restricted access to data.

How long do we keep your personal data for?

We keep the data for the legal accounting term or for as long as we continue to have you as a customer. Your rights in relation to personal data

- You are entitled to see what details we hold
- You are entitled to ask us to make correction and deletion

How to contact us?

By e-mail: harrowwood@caravan-sites.co.uk

By Telephone: 01425 672487

By writing to our address, given earlier.